

Draft

BUILDING PERMIT APPLICATION INSTRUCTIONS

APPLICATION SUBMITTAL:

1. Complete and sign Building Permit Application Form
2. Attach site plan which must include:
 - a. Specific location of the proposed project on the applicants' property
 - b. All set backs clearly marked,
 - c. A scale drawing of the project with specifications,
 - d. Building elevations,
 - e. Indication of any drainage paths onto or off of property if affected by the building project SMC 17.40.050 (F)
 - f. Location within floodplain (if applicable, attach Flood Hazard Development Permit, SMC 15.08.040 (B)
 - g. Locations of any roads, culverts, existing areas of critical concern as per SMC 16.44,
 - h. Location of easements
 - i. Multi-family dwellings ~~Commercial Properties~~ must also include the following:
 - a. Parking area adequate for anticipated customer base as per SMC 15.04.020 (A)(B),
 - b. Snow removal plans including storage and anticipated spring drainage per SMC 15.04.020 (A)(B)
3. Attached documentation of approvals from applicable agencies (Forms available from the City Clerk)
 - a. Stanley Sewer Association: Require notification of any new hookup or any change of usage. Verification of membership required.
 - b. SawtoothValley Rural Fire Department: Require review of access, setbacks and building construction materials.

Any building permit issued by the City of Stanley addresses only the requirements of the Stanley Municipal Code. Applicant is responsible for obtaining all other permits and certifications required by applicable law as promulgated by federal, state, county, or other local government authority.

Some of the other permits and approvals that may be required include:

- c. Section 404 Clean Water Act Fill Permit for Wetlands and Streams (U.S. Army Corps of Engineers)
- d. Section 401 Clean Water Act Water Quality Certification (State of Idaho Department of Environmental Quality)
- e. Endangered Species Act – terrestrial (U.S. Fish and Wildlife Service)
- f. Endangered Species Act – salmon and other anadromous species (NOAA Fisheries)
- g. Stream Channel Alternation (Idaho Department of Water Resources)
- h. Geothermal Water Development (Idaho Department of Water Resources/Department of Environmental Quality)
- i. Geothermal Water Development –National Pollution Discharge Elimination System Permit) (U.S. Environmental Protection Agency)

4. Copy of Building/Construction Plans and specification for City records.

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Permit application is to be submitted to the City clerk. **The city council shall act upon all applications for building permits within a reasonable time following the completion of the application, considering the complexity of the proposed project. In no event shall the council be required to act prior to the thirtieth day following submission of a complete application for a building permit, however, the council may act within the thirty day period if it so desires and if action within that period can be reasonably taken. (SMC 15.04.030).** Adequate time must be given if the need for engineering review has been determined.

ADDITIONAL INFORMATION:

Water and Sewer Service:

A habitable or commercial property within the city limits must be connected to the Stanley Sewer Association Sewer system (SMC 13.04.010). The property owner is responsible for all connection fees as set by the Stanley Sewer Association as well as any construction expenses. All water is by private wells and is the sole responsibility of the property owner.

Radon

Property owner needs to be aware of the potential for high radon levels and take appropriate actions for their own safety.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION

No deviation of use or construction from the submitted plans will be allowed without the written approval of the Stanley City Council.

Permit # _____ Date _____
Applicant Name _____
Fee Amt\$ _____ Date Paid _____

Approval _____ Date _____
Disapproval _____ Date _____

BUILDING PERMIT APPLICATION

OWNER: _____ PHONE NUMBER _____
MAILING ADDRESS _____
JOB ADDRESS _____
ZONE: _____ Residential A: _____ Residential B: _____ Limited Commercial: _____ Commercial: _____ Commercial A
_____ Floodplain Permit (required for area of special flood hazard defined in SMC 15.08.0030(B))
CONTRACTOR _____ PHONE NUMBER _____
ARCHITECT _____ PHONE NUMBER _____
ENGINEER _____ PHONE NUMBER _____
START BEGINNING DATE: _____ ESTIMATED COMPLETION DATE: _____

TYPE OF CONSTRUCTION (check all that apply)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Apartment	<input type="checkbox"/> Commercial/Industrial*
<input type="checkbox"/> One Family Residential	<input type="checkbox"/> Garage	<input type="checkbox"/> Mobile Home Set**
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Unattached Outbuilding	<input type="checkbox"/> Other _____
<input type="checkbox"/> Duplex	<input type="checkbox"/> Alteration/Addition	

*Intended Commercial Use _____

**Meeting rustic accommodation requirements per SMC 17.40.020

BUILDING PLAN DETAILS

Building Height: _____ Square Footage: _____ Siding Type: _____
Roof Type: _____ Roof Color: _____ Siding Color: _____
Fill material (if applicable) _____
Describe in detail the exterior of the structure: (use additional page if necessary)

The above information must be reflected on the attached Building/Construction Plans

REQUIRED ATTACHMENTS

☐ Site Plan (as per instructions) ☐ Building/Construction Plans and Specifications

External Agency Approval (if applicable. See Instructions)

☐ Stanley Sewer Association: ☐ Sawtooth Valley Rural Fire Department

The City of Stanley reserves the right to request review by the City's engineering firm. The applicant is responsible for all engineering costs, if any, as per SMC 15.020 and 15.08.040 (D). If a review is determined necessary the applicant will be notified and may amend or withdraw the application, provide the City with their own engineering review for consideration or proceed with the city engineering review.

Incomplete applications will not be considered. All permits are issued subject to the ordinances contained in the Stanley Municipal Code, as amended, and it is hereby agreed that the work will be done as shown on the plans and specifications submitted with this application for a building permit as well as the description and completion date shown above and it will be completed in accordance with the ordinances pertaining and applicable thereto.

Signature of Applicant _____ Approved By _____ Date _____
Permit is not approved until fee is paid. City Official